



Topsfield Finance Committee
Minutes to the Meetings
March 26, 2012

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Stephen Lais, Paul Dierze, Karen Dow, Kathryn Hartmann and Daniel Shugrue present. Also in attendance were Chairman of the Board of Selectmen Laura Powers, Selectman Ken Vogel and Town Administrator Ginna Wilder. Kim Sherwood and Chairman of the Topsfield Elementary School Committee Jeanine Cunniff joined the meeting at 7:02 PM. Selectman Richard Gandt joined the meeting at 7:09 PM.
- II. Minutes:** A motion to accept the March 19, 2012, minutes was made by Karen Dow, seconded by Paul Dierze, voted in favor 5-0-1 with Stephen Lais abstaining.
- III. Balancing the Budget:** Karen Dow presented the FY13 Change-tracking worksheet, updated 3/26/12 to the committee. At this time, there remains a \$61,504 budget deficit. At 7:45, Karen Dow made a motion to recess the meeting for the purpose of the Chairman and certain other members attending the ongoing Selectmen's meeting. Kathy Hartmann seconded the motion, voted in favor 6-0. At 8:43, Mark Lyons, Karen Dow and Daniel Shugrue returned from the Selectmen's meeting and the Chairman reconvened the Finance Committee meeting. It was reported that the Selectmen decided to place the elementary school technology expenditure on a separate Warrant article, not subject to Proposition 2 1/2. The Committee discussed an approach to balance the budget via a combination of expense reduction (\$15,000 under consideration as an addition to the Highway gas & diesel account) and other adjustments. Karen Dow was asked to quantify these adjustments and work with the Town Hall Financial Team regarding the details.
- IV. Reserve Fund Transfer Request:** Paul Dierze reported that the request submitted by Principal Assessor Pauline Evans originally for \$6,505.77 for the purchase of a new server on 3/19/12 did qualify as 'unforeseen'. The database software used on the current server and the database software required for the Patriot software could co-exist on one server, but the technical and upkeep requirements to do so are not workable. The amount of the request was reduced to \$5,340.57. Paul Dierze moved to approve the amended request, Stephen Lais seconded, voted in favor 6-0.
- VII. Upcoming Meeting Schedule:** The Finance Committee will meet on April 2, 9, and 23, 2012 at 7:00 PM at the Proctor School. It will also meet at 6:00 PM, May 1, 2012, prior to the Annual Town Meeting, also at Proctor. The joint meeting with the Selectmen on March 27, 2012 at 7:00 PM is cancelled.

VIII. Adjourn: A motion was made by Stephen Lais to adjourn at 9:00 PM, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,
Steve Lais

Attachments:

- a) Topsfield Finance Committee FY2013 Budget Model Change Tracking Worksheet, dated 3/26/12.